

EXPEDITE – DBE COMMITMENTS

The electronic bidding ebs files will now include a new folder titled 'DBE'. This folder will only appear in your file if there is a DBE Commitment on the proposal. This folder will allow you to list your DBE Commitments by item and submit with your bid electronically through Bid Express (www.bidx.com).

If you elect not to submit the DBE Commitments with your electronic bid, the C-111 must arrive by 10:00 a.m. Thursday following the Bid Letting. You can also fax the form to (804)786-2788. Your bid will still be accepted electronically.

The following is a guide to filling the DBE list folder out.

In order to have a drop-down listing of DBE's, you must download the DBE_VA.bin file from the www.bidx.com web site. Place this file in the same file as your proposals. You may also put the DBE_VA.bin file in the same directory as the bid.exe file.

(Disclaimer: This report is now updated by the Department of Minority Business and may not be inclusive. Therefore, you have the ability to add the firm if it is not on the listing).

The Schedule of Items must be filled out prior to entering any DBE information. Once this is done you can click on the DBE folder. To add a DBE, click ADD DBE.

The screenshot shows the 'Expedite Bid' software window for file '09FebBTS.EBS (0 Amendments) C000168658TS'. The left sidebar contains a tree view with folders: '09FebBTS', 'Schedule Of Items', 'DBE List', 'Miscellaneous Dat.', and 'Bid Bond'. The main window displays the following information:

Letting Date:	02-09-05	Contract ID:	C000168658TS
Call Order:	BTS	DBE entries:	3

DBE total entered:	10.38%	or	\$9,258.00
DBE Requirement:	10.00%	or	\$8,922.10

<GOAL MET>

At the bottom left, there is an 'ADD DBE' button. A callout box with the text 'Click to Add DBE' and an arrow points to this button.

For Help, press F1

Bid Total: \$89,221.00

Bid adds a new folder under DBE list in the left pane and displays text boxes for adding new DBE record information in the right pane window.

The screenshot shows the 'Expedite Bid' application window. The title bar reads 'Expedite Bid - 25MayG13.EBS (0 Amendments) C00000958C02'. The menu bar includes 'File', 'Edit', 'Tools', 'View', and 'Help'. The left pane shows a tree view with folders: '25MayG13', 'Schedule Of Items', 'DBE List', '<Unknown>', 'DBE Items', 'Miscellaneous Dat.', and 'Bid Bond'. The right pane displays the 'DBE RECORD IS INCOMPLETE' form. The form includes a section for 'MINIMUM DBE REQUIREMENTS' with a note about submitting C-111 by fax. Below this are text boxes for 'Name' (set to '<Unknown>'), 'ID', 'Address', 'Used As', and 'Dollar Amount' (set to '\$0.00'). At the bottom, there are fields for 'DBE total entered' (0.00% or \$0.00) and 'DBE Requirement' (10.00% or \$0.00), followed by '<GOAL MET>'. Navigation buttons 'Prev DBE' and 'Next DBE' are at the bottom right. The status bar at the bottom shows 'For Help, press F1' and 'Bid Total: \$0.00'.

Enter the name of the new DBE vendor, or click in the down arrow to play a list of DBE firms. Click on the name you want to select and Bid enters information for that vendor into the remaining text boxes.

If the name of the DBE is not in list, type the name in the Name text box and press TAB to move to the next text box. Type the vendor ID number, then TAB to the Address text box and enter the vendor's City, State. In the Used As box, you can select if the DBE is to be used a manufacturer, supplier, or subcontractor. If you select Supplier, the system will calculate 60% credit. In the left pane, Bid adds a new folder DBE list labeled with the new vendor you added.

To change information on the vendor, click the vendor folder in the left pane and edit the information in the right pane. To delete a vendor from the list of DBE's for this proposal, select the vendor folder, right click and choose Delete DBE.

Adding DBE Commitment Items

Once a DBE vendor has been added to the proposal, you can now begin to commit items for that vendor. To commit an item for a vendor, click the plus sign beside the vendor folder in the left pane and an indented DBE item folder will appear.

The screenshot shows the 'Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS' window. On the left, a tree view shows the project structure: 09FebBTS, Schedule Of Items, DBE List, A & M CONCR, A & T STRIPIN, DBE Items, AB CONSULTA (highlighted with a blue selection bar and a black arrow), Miscellaneous Dat, and Bid Bond. The main area displays the 'DBE RECORD IS INCOMPLETE' screen. It includes a section for 'MINIMUM DBE REQUIREMENTS' with a note: 'NOTE: IF YOU ELECT TO SUBMIT YOUR C-111 BY FAX TO THE CONTRACT ENGINEER IT MUST ARRIVE WITHIN THE TWO (2) HOUR WINDOW AFTER THE TIME OF THE BID LETTING AS STATED ON THE PROPOSAL.' Below this, there are input fields for 'Name' (AB CONSULTANTS, INC.), 'ID' (A699), 'Address' (LANHAM ,MD), 'Used As' (empty), and 'Dollar Amount' (empty). At the bottom, there are two rows of data: 'DBE total entered: 0.00% or \$0.00' and 'DBE Requirement: 10.00% or \$8,922.10'. Below these, it says '<GOAL NOT MET>'. There are 'Prev DBE' and 'Next DBE' buttons. At the very bottom, a 'Bid Total' field shows '\$89,221.00'.

< DBE RECORD IS INCOMPLETE >

MINIMUM DBE REQUIREMENTS

NOTE: IF YOU ELECT TO SUBMIT YOUR C-111 BY FAX TO THE CONTRACT ENGINEER IT MUST ARRIVE WITHIN THE TWO (2) HOUR WINDOW AFTER THE TIME OF THE BID LETTING AS STATED ON THE PROPOSAL.

Name: AB CONSULTANTS, INC. ID: A699

Address: LANHAM ,MD

Used As: Dollar Amount:

DBE total entered: 0.00% or \$0.00

DBE Requirement: 10.00% or \$8,922.10

<GOAL NOT MET>

Prev DBE Next DBE

Bid Total: \$89,221.00

Click on the DBE item folder to display the items on the proposal. You can click on an item in Use? Column to assign it to a DBE. You can also enter the quantity and unit price that you are subcontracting to the DBE.

Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS

File Edit Tools View Help

09FebBTS

- Schedule Of Items
- DBE List
- A & M CONCR
- A & T STRIPIN
- DBE Items
- AB CONSULTA
- Miscellaneous Dat
- Bid Bond

Use?	Line	Item	Quantity	Unit	Unit Price	Extension
	0001	==Section==				\$89,221.00
<input type="checkbox"/>	0005	00100	1.000	LS	\$1.00000	\$1.00
<input type="checkbox"/>	0010	00125	1.000	LS	\$1.00000	\$1.00
<input checked="" type="checkbox"/>	0015	00211	275.000	CY	\$1.00000	\$275.00
<input type="checkbox"/>	0020	00525	13.000	CY	\$1.00000	\$13.00
<input type="checkbox"/>	0025	01180	330.000	LF	\$1.00000	\$330.00
<input type="checkbox"/>	0030	01240	80.000	LF	\$1.00000	\$80.00
<input type="checkbox"/>	0035	01300	40.000	LF	\$1.00000	\$40.00
<input type="checkbox"/>	0040	01480	80.000	LF	\$1.00000	\$80.00

☒ Assign this item to this DBE:

DBE:

Line #: Item #:

Description:

Quantity:

Unit Price: Total:








Notes:

Bid Total:

Once you have assigned your DBE's and your commitment has been met, the folder will turn green. Be sure to save the file.

▲ Expedite Bid - 09FebBTS.EBS (0 Amendments) C00016865BTS

File Edit Tools View Help



09FebBTS

Schedule Of Items

DBE List

A & M CONCR

A & T STRIPIN

DBE Items

AB CONSULTA

Miscellaneous Dat.

Bid Bond

Letting Date: 02-09-05

Contract ID: C00016865BTS

Call Order: BTS

DBE entries: 3

DBE total entered: 27.60% or \$24,625.00

DBE Requirement: 10.00% or \$8,922.10

<GOAL MET>

ADD DBE

For Help, press F1

Bid Total: \$89,221.00